iOS Project Planning Form

This is a digital form. It must be completed using Microsoft Word. Please do not print the form and write on it.

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| Part 1: Project Information  This section of the form must be completed by the person submitting this form. If you need assistance, you may contact Tom Plati, Martha Bakken, the AT specialist, or an Instructional Technology specialist. | | |
| Name of the person completing this form: | | Date: |
| School: | | Program (if applicable): |
| Name/title of the project: | | |
| Project description: | | |
| Purpose of the project: | | |
| Who will be using the project devices: | Describe how adults will use the devices: | |
| List the adults using the devices, including names and roles: | |
| Describe how students will use the devices: | |
| List the students that will be using the device (use generic groups such as “resource room writing group”, if applicable, or student’s names if the project is designed to meet specific student needs): | |

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| Part 2: Hardware Information  This section of the form must be completed by the person submitting this form. If you need assistance, you may contact Tom Plati, Martha Bakken, the AT specialist, or an Instructional Technology specialist. | |
| This project will include       iPods. | These iPods are |
| Is there additional equipment that the iPods require (such as cases, wall chargers, headphones, etc…)? If yes, what specific equipment needs to be purchased and why: |
| This project will include       iPads. | These iPads are |
| Is there additional equipment that the iPads require (such as cases, wall chargers, headphones, etc…)? If yes, what specific equipment needs to be purchased and why: |
| All iPods/iPads of the project must sync to one computer. | The iPods/iPads of this project will be synced to computer with asset tag number      . |
| This computer is a . |
| This computer is in room number      . |
| This computer has version       of iTunes. |
| Do you need any peripheral hardware for this project (such as a charging station, printer, a projector, etc…). If yes, please list the equipment and indicate if the equipment is existing or needs to be purchased. | |
| **Attach a PO request with quotes for all hardware that needs to be purchased for this project.** | |

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| Part 3: Software/App Information  This section of the form must be completed by the person submitting this form. If you need assistance, you may contact Tom Plati, Martha Bakken, the AT specialist, or an Instructional Technology specialist. |
| **Complete and attach the Apps Approval Form indicating all apps that you would like to use as part of this project.** |
| Are any of these apps categorized by iTunes as a “game” or “entertainment”?  If yes, **complete and attached the iOS Gaming Form for all apps categorized as “game” or “entertainment”** |
| Do any of the apps collect information/data?  If yes, describe how will this information be stored outside of the iPod/iPad (for example, the information will be hand copied from the device, the app may sync through iTunes, you may email the information, you may print from the device, etc…): |
| Is there additional software (other than iTunes) that is required in order to use the app(s)?  **If yes, please explain and attach a PO request with quotes for the software:** |

*For Office Use Only*

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| Part 4: Project Approval  This section of the form must be completed by Martha Bakken or Tom Plati. | |
| This iOS project is: | Approved in full  Approved in part, with the following changed:  Denied |

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Signature Date

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| Part 5: Volume Purchase Program Information  This section of the form must be completed by the Student Services Technology Committee or Tom Plati. |
| The project’s facilitator is: |
| The project’s distributor is: |

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| Part 6: iTunes Account Information:  This section of the form must be completed by the Computer Center staff. |
| Project’s assigned distributor email address is: |